

ADMINISTRATIVE - INTERNAL USE ONLY

26 March 1964

MEMORANDUM FOR: Members of the Personnel Advisory Board  
SUBJECT : Evaluation of Supervisory Ability and Executive Potential

1. Adoption of the new Form 45j, Report of Supervisory Ability and Executive Potential, to supplement the regular Fitness Report has been reconsidered. As a result, it was determined that use of this new form would not be instituted immediately.
2. I have been instructed to report to the Executive Director-Comptroller in six months on the use and effectiveness of the present Fitness Report form for evaluation of supervisors. Based on this report, a decision will be made regarding the need or lack of need for the special Form 45j.
3. One reason for sending you this memorandum is to advise you that Form 45j will not be put to use immediately. However, a second and more important reason is to request your assistance in ensuring that rating and reviewing officials in your respective components are aware of the importance of recording the evaluation of supervisory performance and ability in appropriate sections of the regular Form 45. In the Office of Personnel, we will be reviewing Fitness Reports with particular attention to the inclusion of such evaluations but we believe that some method of monitoring and review within each major component will be needed to ensure adequate coverage of supervisory performance on Fitness Reports and to provide us with valid and authoritative information on which to base our report concerning the use of the regular Fitness Report for this purpose.
4. Our target date for submitting our report is 5 October 1964. We will be in touch with you early in September to request your assistance in its preparation.



FOIAB3B

Emmett D. Echols  
Director of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY